

Accounting Student Trainee Position

Office of the Chief Financial Office (B)
Financial Management Division (BF)
Cost Management & Payments Branch (BFC)
NASA Glenn Research Center, Cleveland, OH

Job Description: Co-op student will perform accounting duties in the Cost Management and Payments Branch of the Glenn Research Center's Financial Management Division. The student will perform various tasks such as recording receipts and payments, perform fund balance verifications for Travel, reconcile accounts to ensure accuracy of reports and assist in the preparation of financial reports. The student will work closely with senior personnel. Complexity of tasks will be increased as student gains experience.

Length of Position: Alternating quarters/semesters until graduation.

Job Openings: One Position

Eligibility: Junior in Accounting

- Minimum entry GPA 3.0 (4.0 scale)
- United States Citizen
- Enrolled as a full-time student
- Enrolled in university's co-op program
- Must be recommended by appropriate staff member from University.

Salary Range: Based on 2004 OPM salary table:
\$11.67 - \$14.55 per hour (undergraduate student)
\$16.17 + (graduate student)

Closing Date: Until filled